



February 18, 2011

TO: San Bernardino County Camp Owners/Operators
SUBJECT: INTENT TO OPERATE AND WRITTEN PLAN REQUIREMENTS

This is a yearly reminder that your notice of “Intention to Operate” is requested by this office by March 15, 2011 and due no later than 30 days prior to start of operation. Please note that this year there additional requirements for submittal to Environmental Health, due to updates to Title 17 of the California Code of Regulations sections 30703-30753.

By March 15, 2011 or at least 30 days prior to operation, you must submit the following to Environmental Health:

1. Notice of Intention to Operate (Section 30703)
 - Camp Information Form which includes; name of camp, physical address of camp, and name, mailing address, contact phone numbers of camp owner at camp and off season
 - A copy of the camp schedule— including all dates that the facility will be rented out to any group
2. Health Care Plan as described in section 30750
3. Insect/Rodent Plan as described in Section 30736
4. Written Emergency Procedures as described in Section 30753
5. Use of Lake, Stream or River Plan as described in Section 30741
6. Letter or Report of Fire Inspection or Clearance – relating to weed abatement/fire hazards (Title 19, section 3.14)
7. A written statement by the Director that he/she has reviewed the criminal history record check and voluntary disclosure statement as described in section 30751 for all required individuals. (30704)
8. A written verification the camp is accredited by the American Camp Association **or** a written description of operating procedures that describes the program of organized and supervised activities of the camp in the following areas (30704):
 - Supervisor Qualifications and Training
 - Staff Skill Verification Criteria and Process
 - Participant Eligibility Requirements (if any)
 - Staff to Participant Supervision Ratios
 - Equipment Needed
 - Safety Procedures
 - Emergency Procedures Specific to Location
 - Environmental Hazards
 - Access and Equipment Control
 - Equipment and Maintenance Repair

If any of the submitted information changes throughout the year, please contact this office in writing. This includes resubmitting an updated schedule of dates of operation if applicable. If your facility will be closed for the entire year of 2011 please indicate such in writing to this office by email, fax or first class mail.

At the time of inspection the following documents are to be made available:

1. Designated Health Supervisor Certifications
2. Food Safety Certification and Food Handler Cards for kitchen workers
3. Life Guard Certification as described in Section 30741

Other Important Information to Remember for 2011:

It is not uncommon for camps to experience illness outbreaks. Title 17, California Code of Regulations Section 2500(b) and 30750(g) require that all occurrences of food borne illness and/or any other reportable diseases be promptly reported to DEHS. Further, the code also requires that medical log books be maintained in a bound book with sequentially numbered pages. Loose-leaf note books/binders do not meet this requirement. In addition, any aquatic emergencies appropriate for the site must also be promptly reported. You may contact this office during regular business hours, 8:00 a.m. – 5:00 p.m., at (909) 884-4056 or; after hours at (800) 472-2376.

The incidence of food borne illness most often can be attributed to the five (5) major risk factors as identified by the U.S. Dept. of Health and Human Services Centers for Disease Control and Prevention. These risk factors are identified as follows: improper holding temperatures; inadequate cooking; poor personal hygiene of food handlers; contaminated equipment; and food from unsafe sources. These and other risk factors are identified and addressed in depth in the training classes that camp food safety managers and food handlers are required to take. You can access *food safety certificate* and *food handler* requirements online by going to our website at www.sbcounty.gov/ehlus. Organizations that operate at camps longer than 2 weeks must have their food worker staff obtain the San Bernardino County Certified Food Worker card by taking the FIRST training at:

[http://sbcounty.gov/ehlus/Depts/EnvironmentalHealth/FIRST/first food worker class.aspx](http://sbcounty.gov/ehlus/Depts/EnvironmentalHealth/FIRST/first_food_worker_class.aspx). Print and fill out the worksheet, study it and then come to a testing site to take the test. The fee to take the test is \$11 and upon successfully passing the test, an additional fee of \$11 will be collected to get the two (2) Certified Food Worker cards. The card is valid for three (3) years. Organizations that operate at camps for 2 weeks (14 days) or less and provide their own kitchen staff are eligible to take the “Camps Food Worker Class” online to obtain their food worker certification. This class is located in the Business, Housing Section of our website.

Additionally in the Housing Section, there is a link to the booklet “*Laws and Regulations Relating to ORGANIZED CAMPS*” Adopted from the 2008 California Health and Safety Code and California Code of Regulations. Please call our office at (909) 884-4056 to request a copy if you do not have access to the internet. There are numerous publications on our website, which are available for review and posting that address safe food handling techniques and pool operations.

Sincerely,



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